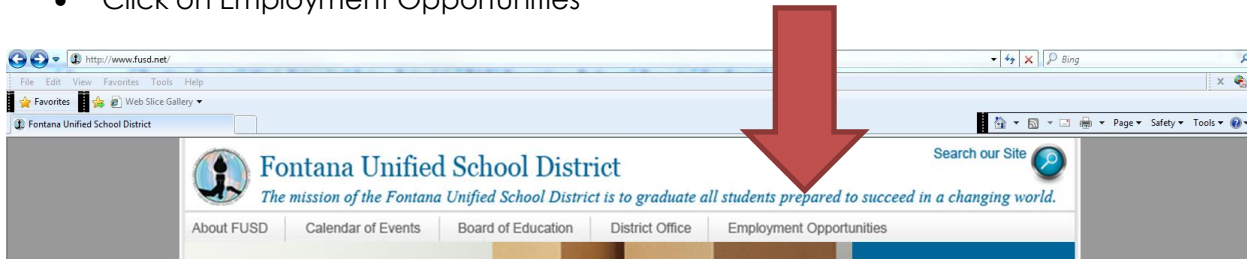


## FONTANA UNIFIED SCHOOL DISTRICT Appendix C (Coaching) Application Instructions

To be considered for Coaching positions with the Fontana Unified School District, you must complete an application during the specified posting period.

Begin by visiting the Fontana Unified School District's website:

- Log onto [www.fusd.net](http://www.fusd.net)
- Click on Employment Opportunities



### Instructions for Viewing Available Coaching Positions

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Coaching Job Vacancy Postings are displayed on the EDJOIN website; however, an online application is not available. See below for *Instructions for Completing and Submitting a Coaching Application*.

- If you are a certificated employee with FUSD or any other school district, click on [Certificated/Teaching](#). Once on the Certificated Job Openings page, click the link to visit [EDJOIN](#).
- If you are a classified employee with FUSD or if you are a member of the public (not a school district employee), click on [Classified Staff](#). Once on the Classified Job Openings page, click the link to visit [EDJOIN](#).

### Instructions for Completing and Submitting a Coaching Application

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- All applicants must complete the **Application (Coaching/Appendix C)** form, whether the applicant is an FUSD employee or a member of the public.
  - To apply, you must have an email address and access to *Microsoft Word*.
- 1a) If you are a certificated employee with FUSD or any other school district, click on [Certificated/Teaching](#). Once on the Certificated Job Openings page, click on the **Appendix C Application**.
  - 1b) If you are a classified employee with FUSD or if you are a member of the public (not a school district employee), click on [Classified Staff](#). Once on the Classified Job Openings page, click on the **Appendix C Application**.
  - 2) Type in your information in all fields. An incomplete application may disqualify you from consideration for the position.
  - 3) Type your name in the "Signature of Applicant" section. Your typed name constitutes your signature.
  - 4) Go to *File* → *Save As* to save your application. Remember where you saved the document on your computer – you will need to find it when attaching to your email.
  - 5) Open your email and follow the appropriate steps to Compose a New Email.
  - 6) Attach the document you saved as your application. Typically, there is an "Attach File" button that begins the attach process. Next, locate the file you saved and select it. Next, click the Insert button.
  - 7) In the "To" or "Recipient" field, enter the address [APXC@fusd.net](mailto:APXC@fusd.net)
  - 8) In the Subject Line, type the **Bulletin Number and School Name** to which you are applying.
  - 9) Click the Send button to deliver the email. You will receive an email to confirm that your application email was received. If you do not receive the confirmation email, please contact Human Resources before the posting's closing deadline.